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GRACELAND RECORD

MAY

VOLUME 1

LAMONI, IOWA, MAY 6, 1921

NUMBER 18



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ANNOUNCEMENTS 1921-1922

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Lamoni, Iowa**



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GRACELAND COLLEGE AND CONSERVATORY OF MUSIC

A Junior College

Fully Standardized and Officially Accredited
by

The Intercollegiate Standing Committee of Iowa

The North Central Association of Colleges

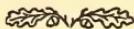
The American Association of Junior Colleges

Twenty-Sixth Year



Register of Students 1920-21

Program of Courses 1921-22



LAMONI, IOWA

Entered as second class matter, October 8, 1920, at the post office at Lamoni, Iowa;
under the Act of March 3, 1879

BOARD OF TRUSTEES

Term Expires April 25, 1921

T. A. Hougas, Des Moines, Iowa.

C. B. Woodstock, Superintendent of Schools, Pisgah, Iowa.

Term Expires April 25, 1922

J. W. Wight, Minister, Lamoni, Iowa.

John F. Garver, Secretary of Board.

George N. Briggs, President Graceland College.

Term Expires April 25, 1923

Albert Carmichael, Bishop Lamoni Stake, Chairman Board
of Trustees, Lamoni, Iowa.

Walter E. Hayer, Business Man, Lamoni, Iowa.

CALENDAR

The academic year consists of thirty-six weeks, exclusive of vacations.

1921

September 15	Registration and Classification
September 16	Opening Exercises
September 16	Organization of Classes
September 17	Annual Reception to Students by Faculty
September 23	Faculty Recital
September 24	Meeting of Athenian Federation
December 22, 4 p. m.	Holiday Recess Begins

1922

January 3	Work Resumed 7.30 a. m.
January 27	First Semester Ends
January 30	Second Semester Begins
June 3	Athenian Graduation
June 4	Baccalaureate Sermon
June 5	Graduate Recital
June 6	Graduate Recital
June 7	Class Day and Athenian Festival
June 7	Commencement

The first day of each semester is Registration Day. Students are expected to register on or before that day. A fee of \$1 will be charged for late registration.

FACULTY

GEORGE N. BRIGGS, B. A., B. D.,

Iowa State Teachers College; State University of Iowa; University of Chicago; Superintendent Schools, Lamoni, Iowa, 1897-1901; Division Superintendent of Schools in the Philippine Islands, under the United States Government, 1901-09; Superintendent of the Philippine Normal School, 1909-1910; Special Representative of the Philippine Bureau of Education in the United States, 1910-14; Special Agent of the United States Bureau of Education, 1914-15.
President.

J. A. GUNSOLEY, B. S., B. ACCTS.,

Western Normal College.

Principal of Commercial School.

Business Manager and Treasurer.

FLOYD M. McDOWELL, B. A., M. A., PH. D.,

State University of Iowa, Clark University.

Psychology and Education, Dean of the Junior College.

CHARLES E. IRWIN, B. A.,

University of Kansas. Graduate Student, University of Iowa, University of Chicago.

Social Science.

GUSTAV A. PLATZ, A. A., B. S.,

Graceland College, University of Iowa, University of Nebraska.

Science.

Mathematics

JUNE WHITING, B. A.,

University of Minnesota, University of Montana, University of Chicago, Columbia College of Expression, Cambridge School of Expression.

English and Public Speaking.

CYRIL E. WIGHT,

Graceland College.

Religious Education.

LONZO JONES, A. A., B. A.,

Graceland College, State University of Iowa.

Religious Education.

DAVID W. HOPKINS, A. A., B. A.,

Graceland College, State University of Iowa.

Public Speaking.

Registrar.

HAZEL PUTNAM, B. A.

State University of Iowa.

History.

HUGO H. GOLD, B. A., M. A.,
Graceland College, State University of Iowa.
Director of Teacher Training.

ELIZABETH TRACHSEL, A. A., Ph. B.
Graceland College, University of Chicago.
English.

JOHANNES C. BERGMAN, B. A.,
State University of Iowa.
Romance Languages.

ALVA R. GILBERT, B. S. in Ed.
Manual Training Normal School of Kansas.
Shorthand and Typewriting.

BELLE H. ROYCE
English

VIVIAN MCELROY, A. A.,
Graceland College, State University of Iowa.
Foreign Language.

*PAUL N. CRAIG,
Graduate New York School of Art. Pupil of Mrs. W. N. Robinson and
Professor Grosch, both of Kansas City, Missouri. Pupil of Chicago
Musical College. Pupil of Oscar Saenger, New York.
*Director of School of Music, Voice, and History of
Music.*

J. H. ANTHONY,
Graceland College, Music Department; Iowa State Teachers College,
Department of Band and Orchestra; Pupil of W. A. Fritchie,
Kansas City, Missouri.
Band and Orchestra Instruments and Directing.

BELLE PATTERSON,
Graduate New England Conservatory of Music. Pupil of Charles
Dennee. Harmony with Mr. Benjamin Cutler. Theory with Mr.
L. C. Elson. Piano with Mr. Isaac Van Grove, Chicago.
Piano and Harmony.

MABEL CARLILE
Graceland College, Iowa State Teachers College, Graduate of Des
Moines University, Public School Music Course.
Voice—Public School Music.

BERTHA BURGESS,
Graceland College, Chicago Musical College, Pupil of Lucille Stevenson.
Voice.

*On leave of absence 1921-22.

RAY WHITING,
Dean of Men.

VIDA E. SMITH,
Dean of Women.

LYDA ELEFSON, A. A.,
Graceland College, State Teachers College.
Librarian and Curator.

LECTURERS

SAMUEL A. BURGESS,
Philosophy and Government.

A. M. CARMICHAEL,
School Administration.

J. A. GILLEN,
Authority.

J. F. GARVER,
Atonement.

G. LEONARD HARRINGTON,
Health.

J. AUGUST KOEHLER,
Agency.

BENJAMIN R. MC GUIRE,
Law of Property; Zion.

ELBERT A. SMITH,
The Holy Spirit.

MABEL K. SMITH,
Home Economics.

WALTER W. SMITH,
Psychology and Education; Religion.

FREDERICK M. SMITH,
Relation of Church to Society.

HENRY C. SMITH,
Architecture.

T. W. WILLIAMS,
Public Speaking.

GENERAL INFORMATION

HISTORY AND ORGANIZATION

Graceland College was organized by order of the General Conference of the Reorganized Church of Jesus Christ of Latter Day Saints. The establishment of the college was determined in 1890 and its educational work begun on September 17, 1895. The corner stone of the present College building was laid November 12, 1895, and the building opened for school work, January, 1897.

A Board of Trustees has general charge of the business management of the institution. It consists of seven members, who hold office for a term of three years each. The members of this board are elected by the General Conference of the said Reorganized Church, and manage all of its business, select the president of the College and members of the faculty. The immediate management of the College is in charge of the president of the College, the board extending to him liberal powers to act.

In the Articles of Incorporation of the College, it is declared that the College shall be "for the benefit of all persons who are able to enter the same as provided in the course of study, without distinction of sex, caste, or religion"; and it is further enjoined "that the College shall never be sectarian in its work or instruction, but its advantages and privileges shall be open to all alike."

The professors and teachers are selected upon their merits and ability to impart instruction. Inasmuch as the College was founded and supported by a religious body, the Reorganized Church of Jesus Christ of Latter Day Saints, this declaration of impartiality and nonsectarianism is almost unique in its liberality.

This ideal has been strictly maintained, and while every effort is made to surround the students of the College with moral and Christian influences, neither faculty nor students are restricted as to their religious privileges, nor hindered from the free exercise of their denominational preferences.

The object of the establishment of Graceland College was to provide an institution of higher learning, affording the means of acquiring the best possible education. Nobility of character and proficiency of scholarship were to be corner stones of its educational system. The situation of the College in a progressive and law-abiding community, high in moral excellence, is a material advantage. As regards the quality of its educational training, it is sufficient to state that while the College does not profess to compete in the extensiveness of its curriculum nor in endowments with the

great colleges and universities, it does propose to offer, in the branches of study for which it makes provision, work of the most advanced type, conducted on modern methods, and comparing favorably with the corresponding work of any institution. The trustees are determined to secure the maintenance of a high standard of scholarship.

ACCREDITED

Graceland is a Junior College fully standardized and officially accredited by the Intercollegiate Standing Committee of Iowa, by the North Central Association of Colleges and Secondary Schools, and by the American Association of Junior Colleges, whose graduates are granted the title of Associate in Arts (A. A.) by authority of charter from the State of Iowa.

Graduation admits to the third or junior year of any university or college in the United States belonging to the American Association of Colleges and Universities and also prepares one for those professional courses requiring two years of college preparation for admission.

Graduates with fifteen hours of work in education including psychology, principles of education, history of education, school hygiene, school administration, observation and teaching, are granted a State teacher's certificate without examination. This can be renewed every five years without examination so long as the graduate remains in the teaching profession, thus amounting to practically a life State certificate.

LOCATION

The college is situated within the town of Lamoni, Iowa, about three miles from the Missouri boundary. The College buildings are about one mile from the business center of town, with good walks all the way. The location is upon high, rolling ground, well drained. The administration building is 50 by 80 feet, three stories and a basement. Marietta Hall and Patroness Hall are located within one hundred and fifty feet of the main College building with the central heating plant about one hundred feet south of Marietta Hall. The farmhouse, which is the third dormitory, is some eight hundred feet from the College building, with a good cinder walk. The building erected in 1920-21 is just south and west of the administration building and just east of Patroness Hall. It forms the southwest unit of the quadrangle. Arborvilla stands north of the administration building about 800 feet, and Sunnymeade east about the same distance.

The College buildings, Patroness Hall, and Marietta Hall, are heated by steam from the central heating plant. The farmhouse, Arborvilla, and Sunnymeade are heated with furnaces. All are lighted with electricity. The College buildings, the two halls, and Sunnymeade are also equipped with modern plumbing and town water and bathrooms within. Marietta Hall and the new building are equipped with shower baths.

Of the College Addition, twenty acres were donated by Mrs. M. Walker; thirteen and one third by Mr. W. A. Hopkins; and six and two thirds by Mrs. M. A. Wickes; twenty-six and two thirds acres, the forty acre farm with improvements, Arborvilla, and seventeen and one half acres, known as the Bierlein tract were purchased.

Patroness Hall was named in honor of the Patroness Society, which has rendered very material assistance to the College since its organization.

Marietta Hall was named in honor of Mrs. Marietta Walker, and was erected by the Industrial Department with student labor.

DORMITORIES

There are dormitory accommodations for one hundred fifty students on the College grounds. Marietta Hall and Patroness Hall have been built by funds contributed for the purpose. The rooms are light, well-ventilated, and comfortably furnished. Each building has electric lights, steam heat, toilets, and baths.

The personal conduct of students living at the dormitories is at all times under the immediate supervision of the Dean of Men and the Dean of Women respectively, who with the Faculty make all necessary regulations, not otherwise provided for, pertaining to the student life.

Marietta Hall accommodates twenty-six students on three floors. Patroness Hall accommodates forty-four women on the second and third floors, with a general kitchen, dining room, reception room, and matron's room on the first floor, and fruit, fuel, and vegetable rooms in the basement. The new building accommodates fifty girls on the upper floor. Arborvilla and Sunnymeade provide for from six to eight students each.

Expenses per week for students at these buildings will be as follows: Board, \$5.25; room, including heat and light, \$1.75.

These prices are subject to market conditions of food supplies and may be advanced if found necessary and will be reduced if found possible.

A limited number of men can engage comfortably furnished rooms at the College farmhouse, near by, and take their meals at the general dining room.

In all cases, payment for accommodation at the dormitories must be cash in advance, or some other satisfactory arrangement with the college treasurer. Payment for room must be made in advance for the semester or year. Board must be paid for one month in advance at least. Two students occupy each room, and when a student requires a room to himself, if a room is available for single occupancy, double price for room will be charged.

Transients may secure meals at 40 cents each, purchasing tickets at the treasurer's office. Those taking one or two meals a day regularly will purchase coupon books; lodging, 40 cents, when available.

NEEDED ARTICLES

Each student must provide himself with six towels, a pair of blankets, one quilt, a small rug, three sheets, four pillow cases, two small, white bedspreads, and any other accessories he may desire.

Girls will need bloomers and tennis shoes for physical training.

Women students are required to wear a uniformity of dress consisting of a black, blue, or white middy blouse, with a black, blue, or white skirt, or a one-piece dress made in the Jack Tar or Peter Thompson style of black, blue, or white; and low-heeled shoes. Students should provide themselves accordingly. Evening dress and Sunday dress is of the student's own selection but it is not expected that they will be elaborate or expensive.

RESERVATION OF ROOMS

Particular rooms may be engaged in advance by making application to the Business Manager and depositing a forfeit of five dollars (said amount being credited on the first month's room rent) in accordance with the following consideration, viz:

By noon of Commencement Day, all present occupants of rooms in any dormitory must have made application to retain their rooms, if they so desire, and have made the necessary deposit. All other applications, accompanied by the deposit, will be received, dated, and placed on file, and rooms assigned in proper order, after above date.

In case of withdrawal charge for board at one dollar a day will be made up to the time the room is surrendered and the Treasurer so notified. No deductions will be made for temporary absences during the year.

THE COLLEGE FARM

The College Farm of forty acres, with the seventeen and one half acres purchased in 1920, together with the original College plat, makes a tract of one hundred twenty-three and five sixths acres, most of which is used for farming purposes. The farm is fairly well stocked and equipped, furnishing good facilities for the teaching of agriculture. There is an old orchard and also one recently set out. Arborville cottage also has one acre of ground well set to fruit. Considerable gardening is done with special reference to supplying the tables of the boarding department with fresh, dried, and canned fruits and vegetables. A fine dairy herd is maintained which supplies our tables with a large part of the dairy products used.

THE LIBRARY

The library consists of over ten thousand selected volumes and is of very material assistance in the work of the college. Many standard magazines are taken and placed on the tables of the reading room. Among them are the following: *Literary Digest, Independent, Harpers, Review of Reviews, Outlook, North American Review, Current Opinion, School and Society, Journal of History, System, Correct English, Scientific American, Zion's Ensign, Saints' Herald, Chicago Tribune, The Des Moines Register, New Republic, The Review.*

THE MUSEUM

The museum is comprised of twelve well-filled cases, one for coins and scrip, one for early books and manuscripts, one for ethnology, two for anthropology, one for historical material, one for geology, one for zoology, one for botany, and the remainder for mineralogy and miscellany. Small additions have been made during the past year. Contributions are solicited.

ORGANIZATIONS

ATHLETICS AND PHYSICAL TRAINING

Athletics is in charge of the General College Athletic Association. Football, baseball, basket ball, track, tennis, and other forms of athletics are engaged in. A managing board composed of one member of the Board of Trustees, one member of the Faculty, and one from the student body has general control of all athletic activities.

All forms of athletics are encouraged so far as is consistent with college work.

As it is natural for the young to give vent to their superfluous energies and enthusiasm by means of athletic sports, a director of athletics has been secured whose aim is not only to instruct in physical exercises, but also to see that such enthusiasm is kept under proper restraint and guided into proper channels; that the proper moral atmosphere shall pervade all sports and contests; that the principles of right, truth, and fairness may characterize such contests and be instilled into the minds of the young. Physical training is required of all students unless specially excused by the Faculty.

MEMORIALS

The class of 1898 donated a sundial to celebrate its fifteenth anniversary. The class of 1915 left as a monument to its memory a fountain for the campus and the class of 1916 installed, and with appropriate exercises, formally presented it to the College. The class of 1918 presented the College with War Savings Stamps, the proceeds at the close of the war being used for the purchase of a permanent memorial in the shape of an electric program clock. The class of 1919 presented a bronze tablet as an Honor Roll to the memory of the classmates who made the supreme sacrifice in the World War. The class of 1920 presented a number of very fine pictures to adorn the walls of the new building. It is sincerely hoped that other classes will follow these examples and put something in the College of use or ornamentation as a slight token of their appreciation and esteem for their Alma Mater.

ORATORICAL CONTEST

The Athenian Literary Federation holds an annual oratorical contest to which all students of the College are eligible; a prize of twenty-five dollars is awarded to the winner. This contest affords an excellent opportunity for students to develop in public speaking.

STUDENTS' LITERARY SOCIETY

The Athenian Literary Federation, divided into societies, is organized for the purpose of giving the students an opportunity to appear before audiences. *All students, unless excused by the Faculty, are required to do literary work.* Much care and attention is given to this work, as the purpose is to improve the students in composition and delivery. Special records of such work are kept and become a part of the scholastic records of the students concerned. The work consists of music, elocution, public speaking, and debate. The meetings are held every Saturday night during the

school year. The President's cup is granted annually to the society winning the most points in forensics during the year. Inter-society contests are held in debate, oration, declamation, short story writing, and extemporaneous speaking.

PATRONESS SOCIETY

An organization known as the Patroness Society of Graceland College was formed for the purpose of assisting the institution in any way they could. This is a real "booster" organization, for since beginning work this organization has raised, by various methods, upwards of five thousand dollars for the benefit of the College. This amount has been judiciously expended in the following and other ways: The cement walk leading from town to the College, a lighting plant, the furniture for the President's office, a hundred dollars to the library, two thousand dollars to the building and equipment of Patroness Hall, named in honor of said society, a refrigerator for the boarding department, and many other things. The society has done much to cultivate the spirit of sociability in Lamoni, and has kept the college spirit keenly alive.

RELIGIOUS EXERCISES

At Graceland College, the necessity of full development is recognized. Athletics and physical culture together with the industrial work, take care of one feature. A course of study in the hands of careful teachers, gives the mental culture, but it is also recognized that the religious and spiritual side of man's nature requires consideration and development. The school is nonsectarian and no attempt is made at compulsory instruction, but in chapel services, and special lectures, an effort is made to consider the relation of science, philosophy, and religion to everyday life, and so secure widest possible development.

Devotional exercises are held in the College chapel every morning except Saturday and Sunday. All students are expected to attend unless excused by the President.

Regular Sabbath services are conducted at the Saints' chapel. At the morning service at 11 o'clock all students are expected to be present unless they are regular attendants elsewhere. The students are cordially invited to attend all the services of the church.

Young people's prayer meetings are held in the College chapel, and elsewhere.

LECTURES

During the year lectures are given in the College chapel by members of the Faculty and others. These lectures cover

a wide range of subjects. Ministers in the missionary field and others kindly respond to invitations to address the students. These addresses are always full of interest.

Under the auspices of the Booster Club, the College maintains a lecture course which gives opportunity to hear good platform talent.

HONORS

State Honor Scholarship: Granted by the Iowa State Board of Education each year to some member of the graduating class of each accredited institution for maintaining the highest rank in scholarship during the preparatory course.

Junior College Honor Scholarship: Granted to the graduate of the Junior College course who maintains the highest rank in scholarship during the entire College course.

To be eligible for either of these honor scholarships the two years preceding graduation must have been spent in Graceland.

Oratorical: Granted to the winner of the annual oratorical contest.

Declamatory: Granted to the winners of first and second places in the annual declamatory contest, the winner of first place representing the institution in the State contest, the winner of second place entering the county contest.

Debate: Granted to winner of the college and academy annual debates. The winners (three on each debate) represent the institution in the inter-collegiate and inter-academy debates.

Extemporaneous Speaking: Granted to the winner in the extemporaneous speaking contest.

Short Story: Granted to the winner in the short story contest.

RULES AND REGULATIONS

All students must maintain quietness in the College building at all times, and on the College grounds at and after 8 p. m.

No student residing at the dormitories may be absent after 8 p. m. (1) except as permission may be granted by the dean, and (2) excepting Wednesday and Sunday evenings, for religious services, and Friday for College functions.

All students must be in the rooms at and after 10 p. m. unless extension of time has been granted by the dean.

No student may indulge in dancing, the use of playing cards, tobacco, or intoxicants, profanity or rude or improper

conduct. Persons addicted to the use of tobacco are not eligible for membership, but may be enrolled conditionally, and upon giving satisfactory evidence of having permanently abandoned the habit, may be admitted to full membership.

No hazing or "so-called" initiation ceremonies are permitted.

All student functions must be chaperoned by a person or persons appointed by the deans.

Devotional exercises are held in the College chapel every morning except Saturday and Sunday; all students are required to attend unless excused properly.

All students taking meals at the Patroness Hall are expected to be on time for meals at the regular hour posted or announced. The men will leave the building promptly at the close of all meals.

Lights will be turned out at 10.30. Lamps or other means of lighting will be permitted after regular hour only in the case of sickness or emergencies, and may be procured by application to the dean.

The use of chafing dishes, electric hot plates and stoves and the like, in cooking of any kind, will be allowed only by arrangement with the dean.

The kitchen, dining hall, and other parts of the premises are in their nature private, and only those whose employment makes it necessary are permitted to have access to them, except as permission may be given by those in charge.

Women students rooming at the dormitories will be allowed to receive and entertain gentlemen friends as provided for in the following:

1. She is at liberty to accept the attentions of a gentleman friend only upon written permission to do so given by her parents or guardian through the office of the President of the College.

2. She may receive and entertain company at the Hall only on Friday evenings from 7.30 to 10.00 o'clock, in the public reception room, and by arrangement with the dean.

3. She may, by arrangement with the dean, accompany a gentleman friend on Sunday evenings to church services, and to lectures and other college functions, returning promptly, and dismissing her escort at once upon reaching the Hall.

SYSTEM OF GRADING

The system of grading is as follows:

A means that the subject has been grasped, thought about, reacted upon, made one's own, so that it can be given out again with the stamp of individual insight upon it.

B signifies good, conscientious work above the average. It means that the subject has been grasped, but without a high degree of original thought and research as indicated by A.

C signifies good, conscientious work of average grade. It indicates a fair degree of original thought and research.

D means passing.

E means failure.

Not more than 20 per cent of the credits presented for graduation may be of D grade.

TUITION AND FEES

JUNIOR COLLEGE

The tuition fee is \$100, payable in advance, otherwise \$55 per semester, payable at the beginning of each semester. The fee includes registration, except late registration and laboratory fees.

Laboratory Fees.—These fees are payable in advance. See the individual courses for the amount of the fee.

ACADEMY

Tuition.—Ninety dollars per year in advance, or \$50 per semester in advance.

RELIGIOUS EDUCATION

Tuition.—Ninety dollars per year in advance, or \$50 per semester in advance.

THE COMMERCIAL SCHOOL

Tuition.—One hundred dollars per year, or \$55 per semester, in advance.

SCHOOL OF MUSIC

Tuition.—Semester of eighteen weeks:

Piano.—Two lessons per week, \$45.

Piano.—One lesson per week, \$25.

Voice.—Two lessons per week, \$45.

Voice.—One lesson per week, \$25.

Band and Orchestra instruments.—One lesson per week, \$25; two lessons per week, \$45.

Guitar and Mandolin.—One lesson per week, \$25; two lessons per week, \$45.

Harmony.—\$15.

Normal Training in Piano.—\$15.

History of Music.—\$8.

Glee Club, Band, and Orchestra.—\$1 per semester, to cover cost of music.

DEPARTMENT OF PUBLIC SPEAKING

Tuition.—Semester of eighteen weeks:

Two private lessons per week, \$45.

One private lesson per week, \$25.

Class lessons daily, \$10.

Miscellaneous.—Two private lessons per weeks in oratory and daily class work, \$50.

Physical Training Fee.—Two dollars per semester payable at beginning of each semester. Required of all students.

Literary Fee.—One dollar per semester, payable at the beginning of each semester. Required of all students.

Diploma Fee, college, \$5; other departments, \$3.

Beginners under twelve years of age in all departments of music and oratory: two lessons per week, \$30; one lesson per week, \$16.

Private lessons from assistants in departments will be 75% of the regular tuition rate.

Students registering for six or less hours' work in Collegiate, or one course in Academic or Commercial departments will be charged only half tuition; above that, full tuition. However, students taking two lessons a week in Music or Public Speaking may pay pro rata of hours.

For late registration, after Saturday of first week, or after first day of second semester, a fee of \$1 will be charged.

For special semester examination a fee of \$1 will be charged.

If tuition and other fees payable in advance are not paid in the first ten days of a semester, an addition of \$2 is made for deferred payment, and until fees are paid the students' registration is considered provisional.

IT IS DISTINCTLY UNDERSTOOD THAT EACH STUDENT IS ENTERED FOR THE SCHOOL YEAR AND IS ACCEPTED WITH THE UNDERSTANDING THAT HE WILL REMAIN FOR THE EXAMINATIONS AT END OF SCHOOL YEAR.

NO REFUNDS ARE MADE, ON ACCOUNT OF WITHDRAWAL, EXCEPT ON CERTIFICATE OF PHYSICIAN FOR STUDENT'S SERIOUS ILLNESS.

Diplomas are not issued nor credits granted until all fees and accounts are settled.

ESTIMATED EXPENSE FOR ONE YEAR

College fees, including tuition	\$ 90.00 to \$100.00
Board	240.00 to 300.00
Laundry	10.00 to 20.00
Books	10.00 to 15.00
Incidentals	5.00 to 25.00

\$355.00 to \$460.00

SCHOLARSHIPS

A number of scholarships have been issued by the College and are now in the hands of private patrons, who are often willing to confer the same for one or more years upon worthy students desirous of attending College; these scholarships cover tuition fees, but not registration, diploma, laboratory, or other incidental fees where such are imposed.

The College invites subscriptions to its scholarships and trusts that a considerable number may be taken up by those desiring to foster educational progress. The Secretary of the Board of Trustees or the President of the College will always be glad to respond to any inquiries.

The College authorities would be pleased to see as many of these scholarships as possible used to help deserving high school graduates to the attainment of a regular college course, and that in any case preference should be given to students pursuing their studies for periods of not less than two years.

By action of General Conference the College Day collection, taken throughout the church the first Sunday in October of each year, is devoted to the granting of scholarships insofar as there may be need for it. This will provide between thirty and forty scholarships and early application should be made for them in order to receive full consideration.

INDUSTRIAL DEPARTMENT

The Industrial Department is prepared to give employment to a limited number of responsible young men and young women who wish to defray a part of their expenses by their own labors while attending College. This work includes a variety of employments: janitorships, firemen, gardeners, choremen, kitchen and dining room help, teamsters, general farm help, and the like.

In order that there may be a perfect understanding, a simple form of contract will be provided to be signed by each student regularly employed, and a cash deposit or guarantee, not exceeding five dollars, will be required from

each, said deposit or guarantee to be an evidence of good faith and to cover any loss to the department through carelessness or neglect of the student. Any part of said sum remaining at the expiration of the contract will be returned to the student. A uniform wage of twenty-five cents per hour is allowed students for all classes of work, except firing, for which thirty cents is paid.

Prospective students desiring to partake of the benefits of the Industrial Department should communicate at an early date with the Business Manager.

A number of young people can obtain employment in the homes or business houses of Lamoni. The College will do everything possible to enable deserving and energetic students to earn their way.

BOOKS AND SUPPLIES

For the convenience of the students a supply store is conducted by the College, where all kinds of stationery needed, books, sheet music, etc., may be purchased. The margin of profit is so small that it necessitates a strictly cash basis. To facilitate this, students will be required to purchase, for cash, coupon books to the amount of ten dollars, the amount of each purchase being torn off each time. Whatever amount is unused at the time the student leaves College will be refunded in cash.

JUNIOR COLLEGE

The Junior College prepares the high school graduate for entrance into the junior year of the standard college or university or for entrance to professional courses requiring two years of college work as preparation, such as medicine, law, journalism, commerce, dentistry, etc. The work offered is the equivalent of the first two years of the standard university or college course. Students completing sixty semester hours of college work are granted the title of Associate in Arts (A. A.) by authority of the State of Iowa.

REQUIREMENTS FOR ADMISSION

Candidates for admission to the Junior College must pass satisfactory examinations or produce certificates of graduation from an accredited high school or academy.

This certificate, showing all subjects pursued in the high school, length of time studied, hours per week, and grade received, should be sent to the President of the College in advance of the student's arrival if possible. It will greatly facilitate admission.

Fifteen units are required for entrance as follows:

- 3 in English.
- 1 in History.
- 2 in Mathematics.
- 9 elective.

For admission to the Pre-Engineering course third semester Algebra and Solid Geometry are required. For admission to the Pre-Medical course two years of the same foreign language must be presented for credit.

Elective credits will be given for such courses as are listed in the Academic Department and to the amount that is there specified.

REQUIREMENTS FOR GRADUATION

For graduation from the Junior College the candidate must meet the following requirements:

1. He must have satisfactorily met all entrance requirements.
2. He must have completed the prescribed work in the course from which he is a candidate for graduation.
3. He must meet the requirements in literary society work and physical training.

'COURSES OF STUDY**LIBERAL ARTS COURSE****FIRST YEAR**

	hrs.
English	3
Public Speech	1
Science	4
² Language	4
Elective Group II	3
Free	0 or 4

SECOND YEAR

	hrs.
English	3
³ Language	3
Elective Group II	3
Group III	2
Free	4 or 7

Physical Training and Literary Work.

TEACHER'S COURSE**FIRST YEAR**

	hrs.
English	3
Public Speech	1
Science	4
Psychology	3
² Language	4
Elective Group II	0 or 5

SECOND YEAR

	hrs.
English	3
Prin. & Hist. of Ed. one semester	5
School Administration, one semester	5
³ Language	3
Elective Group II	3
Group III	2
Free	0 or 3

Physical Training and Literary Work.

⁴PRE MEDICAL COURSE**FIRST YEAR**

	hrs.
English	3
Public Speech	1
Chemistry, Inorganic	4
Language	4
Psychology	3

SECOND YEAR

	hrs.
Physics	4
Chemistry, Organic	2
Biology	4
Sociology	3
³ Language	3
Elective Group II or III	2 or 5

Physical Training and Literary Work.

PRE ENGINEERING COURSE**FIRST YEAR****SECOND YEAR**

English	3	Physics	4
Chemistry	4	Mathematics	4
Mathematics	5	Chemistry	2
Drafting	2	Accounting	3
² Language	4	³ Language	3
or		or	
Psychology	3	Economics	3

Physical Training and Literary Work.

PRE LAW COURSE**FIRST YEAR****SECOND YEAR**

English	3	English	3
Public Speech	1	Political Science	3
² Language	4	³ Language	3
Elective		Elective	
Group II	3	Group II	3 or 6
Free	4 or 8	Group III	2 or 4

Physical Training and Literary Work.

PRE COMMERCE COURSE**FIRST YEAR****SECOND YEAR**

English	3	English	3
Public Speech	1	Economics	3
² Language	4	Accounting	3
Elective		³ Language	3
Group II	3	⁵ Elective	
Group III	4	Group II	3 or 6
Free	0 or 4		

Physical Training and Literary Work.

PRE DENTAL COURSE**FIRST YEAR****SECOND YEAR**

English	3	English	3
Public Speech	1	Physics	4
Chemistry	4	Chemistry	2
Biology	4	³ Language	3
² Language	4	Elective	
or		Group II or III	3 or 6
Psychology	3		

Physical Training and Literary Work.

PUBLIC SPEAKING COURSE

FIRST YEAR

English	3
Public Speech	1
Oral Interpretation	3
Psychology	3
² Language	4
Elective	

Group II 0 or 5

One private lesson weekly.

SECOND YEAR

English	3
Ad. Public Speech	3
Arg. and Debate	2
Drama	2
Story Telling	2
³ Language	3
Elective	

Group III 0 or 3

One private lesson weekly.

Physical Training and Literary Work.

SECRETARIAL COURSE

FIRST YEAR

English	3
Public Speech	1
Psychology of Business, one semester	3
Salesmanship, one semester	3
Commercial Law, one semester	3
Corporation Finance, one semester	3
Stenography and Typewriting	5

SECOND YEAR

English	3
Economics	3
Accounting	3
Sociology	3
Dictation and Typewriting with Office Practice and Business Efficiency	3

Physical Training and Literary Work.

NOTES

1. In all collegiate courses a minimum of fifteen hours per semester is required. More than sixteen hours can be taken only by special permission of the faculty except in the first year of the Engineering Course.
2. Required of those presenting less than four units of High School foreign language.
3. Required of those presenting less than two units of the same High School foreign language.
4. For admission to the Pre Medical Course, two years of the same foreign language in High School must be presented for credit.
5. The electives must be from the History, Civics, Economics subjects.
6. For admission to the Pre Engineering Course 1 1-2 years High School Algebra and 1 1-2 years Geometry must be presented for credit.
7. Physical Training includes recreational leadership, military drill, football, baseball, basket ball, track and field and gymnasium.
8. Literary work includes public speaking, debating, recitation, orations, readings, musical productions, etc. This requirement may be met either by membership in a literary society or by work under direct supervision of the Public Speaking Department.

ELECTIVES

The following electives, showing the hours per week, are available in the different courses. Most of these courses are offered every year, some on alternate years. They are year courses unless otherwise indicated:

GROUP 1		GROUP II	
Ad. Pub. Speech	3	Accounting	3
Arg. and Debate	2	Economics	3
Drama	2	History	3
English	3	³ Principles of Ed.	5
French, Fr.	4	³ History of Ed.	5
French, Soph.	3	Pol. Science	3
Oral Interpretation	3	Psychology	3
Public Speech	1	² School Administration	5
Spanish, Fr.	4	Sociology	3
Spanish, Soph.	3		
Story Telling	2		

GROUP III

¹ Analytic Geometry	5
¹ Algebra	5
Biology	4
Calculus	4
Chemistry, Inorganic	4
Chemistry, Organic	2
Drafting	2
Physics	4
¹ Trigonometry	5

Note: 1, 12 weeks; 2, 18 weeks; 3, 9 weeks.

ENGLISH

COURSE I.	<p>Rhetoric and Composition. General review of rhetorical principles. Weekly theme writing. Study of paragraphing and the four forms of composition, based upon study of English essays and short stories from best authors. Reading: Spencer, Milton, Tennyson, Dickens, Thackeray, Hugo, Arnold, Newman. Reporting upon current literature. Three hours per week throughout the year.</p>
COURSE II.	<p>Origin and development of the drama. Study of versification. Reading: Study and reading in class, Shake-</p>

peare—Hamlet, and King Lear; Tennyson—Idylls of the King; Carlyle—Heroes and Hero Worship; Byron, Burns, Keats, Shelley, Wordsworth, Browning—Selections.

Three hours per week throughout the year.

EDUCATION

COURSE I.

General Psychology. This course will emphasize the more important features of the structure and functioning of the mind. Pillsbury's Essentials in Psychology, Read's Introductory Psychology, James's Briefer Course in Psychology, and Titchener's Text-book in Psychology will be used as guides. The work will be supplemented by lectures and experimental work. Laboratory fee \$2 per semester.

Three hours per week throughout the year.

COURSE II.

History and principles of Education. A general survey of ancient, medieval, and modern educational theories and institutions, with special attention to their bearing upon present day educational problems. A thorough study of the fundamental principles of the science of education, in its biological, psychological, and sociological aspects. Course I a prerequisite. Five hours per week for one semester.

COURSE III.

School Administration, Observation, and Teaching. A general treatment of the administrative problems of teaching and a study of the relations obtaining between the teacher and the pupil, the teacher and the principal, the teacher and the community, the teacher and the State. The most important part of this course consists of observation and teaching under the supervision of the head of the department as critic teacher. Much attention is given to the mastery and organization of the subject matter as a prerequisite to the teaching. The teaching is done in the academy connected with the college and requires three to five hours of teaching per week. Laboratory fee \$3 per semester. Credit of five hours per semester is given.

STATE TEACHER'S CERTIFICATE

The work of the department of education of Graceland is fully accredited by the Iowa State Board of Educational Examiners. Graduates who have fifteen hours in psychology, principles of education, history of education, school hygiene and administration, observation and teaching will be granted a State teacher's certificate by the Iowa State Board of Educational Examiners. This certificate can be renewed every five years without examination so long as the graduate remains in the teaching profession, thus amounting to practically a life State certificate. Owing to the high standard of the Iowa State Board and the reciprocal relations existing between Iowa and the other States, Iowa certificates will be accepted in most of the States of the Union. Thus Graceland graduates will be recognized wherever they desire to teach in the United States.

BY LAW EFFECTIVE JULY 4, 1919, A TEACHER WHO HAS COMPLETED A TWO-YEAR COURSE IN EDUCATION IN A SCHOOL WHOSE DIPLOMA IS RECOGNIZED BY THE STATE BOARD OF EDUCATIONAL EXAMINERS, AND WHO HOLDS A STATE CERTIFICATE, RECEIVES A MINIMUM SALARY OF \$80 PER MONTH. AFTER TWO YEARS SUCCESSFUL TEACHING EXPERIENCE THE MINIMUM IS ONE HUNDRED DOLLARS PER MONTH.

Program for the State Certificate Course.

FRESHMAN YEAR

<i>First Semester</i>	<i>Second Semester</i>
General Psychology 3 hours	General Psychology 3 hours

SECOND YEAR

History and Principles of Education 5 hours.	Administration, Methods, and Practice Teaching 5 hours.
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HISTORY AND SOCIAL SCIENCE

- COURSE I. European History. A general course in the history of Europe, covering the medieval and modern periods. Textbooks, lectures, and collateral reading. Intended for Freshman. Three hours per week throughout the year.
- COURSE II. American Political History. A systematic study of the general history of the United States. Especial emphasis will be given to the development of the Constitution and to the

history of American politics since the formation of the Union.

Three hours per week throughout the year.

COURSE III. Political Science. A study of the organization and actual workings of American Government in all of its branches, national, State, and local.

Three hours per week throughout the year.

COURSE IV. Economics. A study of the beginnings of commerce and industry, followed by an introduction to the leading principles of economic science.

Three hours per week throughout the year.

COURSE V. Principles of Sociology. The relation of sociology to the other social sciences; the physical and psychical aspects of association; the process of socialization; social genesis; social values and social welfare.

Three hours per week throughout the year.

COURSE VI. Principles of Accounting. A course in the principles of accounting and their application to different lines of business.

Three hours per week throughout the year.

MODERN LANGUAGES

FRENCH

COURSE I. Brooks, "The New Chardenal," Roux's "Elementary French Reader," Labiche and Martin, "Voyage de M. Perrichon," Nicolas, "Carnet de Campagne," The Monthly Magazine, "Le Monde Francais."

Four hours per week throughout the year.

COURSE II. Reading Syntax and Composition. This course aims to give a good knowledge of the spoken language. Intensive composition. Reading from such authors as Labiche, Mérimée, Halévy, Bazin, Pailleron, About.

Three hours per week throughout the year.

COURSE III. Advanced French. Selected masterpieces of French literature, both classical and modern; Corneille, Racine, Molière, Hugo, Sand, Balzac, Daudet, Rostand, etc. Study in very brief outline of the corresponding periods of the literature.

Three hours per week throughout the year.

SPANISH

- COURSE I. Sinagnan, "A Foundation Course in Spanish," Broomhall, "Spoken Spanish," the Monthly Magazine, "El Panorama," Valera's "El Pajaro Verde," Fuentes and Francois, "A Trip to Latin America," Gutierrez—"El Trovador," Rouessler and Remy's Spanish Reader.
Four hours per week throughout the year.
- COURSE II. Second year Spanish composition, syntax, and reading. Conversation will also be emphasized. Such modern authors as Calderon, Moratín, Larra, Valera, Ibanez, and Caballero will be studied.
Three hours per week throughout the year.

MATHEMATICS

- COURSE I. College Algebra. Review of the fundamental operations of algebra; simple and quadratic equations; systems of simultaneous equations; proportion and variation; progressions; the binomial theorem; exponential and logarithmic series; theory of equations.
Five hours per week for twelve weeks.
- COURSE II. Plane Trigonometry. Trigonometric functions of acute angles; use of the table of natural functions; logarithms; the right triangle; trigonometric functions of any angle; functions of the sum or the difference of two angles; the oblique triangle; practice in the use of the transit; computations by logarithms and applications to physics and engineering.
Five hours per week for twelve weeks.
- COURSE III. Analytic Geometry. Plane and solid analytic geometry and introduction to calculus.
Five hours per week for twelve weeks.
- COURSE IV. Differential Calculus. This course is designed to develop a thorough understanding of the fundamental principles of the differential calculus, illustrating them with as large a body of applications as possible.
Four hours per week for one semester.
- COURSE V. Integral Calculus. Continuation of Course IV. Includes supplementary work in the applications of the calculus to geometry, differential equations and mechanics.
Four hours per week for one semester.

DRAFTING

COURSE I. Elements of drafting. Lettering, isometric oblique and perspective drawing, orthographic projection; machine sketching, working drawings; 16 plates from specifications and 6 plates from models, with tracings. Dimensioned sketches from parts of machines; tracings duplicated in blue print. Time sketches. For students who have had high school mechanical drawing provision is made for more advanced work.

Two hours per week for one semester.

SCIENCE

COURSE I. Animal Biology. Lectures and laboratory work introductory to the entire field of animal life—structure, life history, physiology, ecology. The lectures deal primarily with the facts of evolution and the development and functions of the various parts of an animal. The laboratory work is given to a study of the structure of animals. Dissection will be largely supplemented by examination of microscopic slides and prepared specimens. Laboratory fee seven dollars per semester. Two lecture and two laboratory periods per week throughout the year.

COURSE II. Chemistry.—Inorganic. The lecture periods in this course will consist of written exercises, solving of problems, writing and balancing of equations, supplemented by class demonstrations. Also an introduction to the properties and characteristics of various elements along with fundamental laws and theories. Laboratory work consists of general experiments in which the various elements and chemical laws and theories are studied. Nine weeks of basis qualitative analysis is also given.

Laboratory fee seven dollars per semester. Two lecture and two laboratory periods per week throughout the year.

COURSE III. Chemistry.—Organic. This course consists of one lecture period and one laboratory period of three hours per week throughout the year.

It is a study of the chemistry of living matter; of substances formed by and from plants and animals. The work is presented problematically, with reference assignments to texts and treatises for research reading. Norris' "Organic Chemistry" is used as a guide text. An effort is made to present work of a practical nature in the laboratory.

Two hours per week throughout the year.

COURSE IV. College Physics. A continuation of elementary physics with more elaborate and advanced study. The course supplements the usual high school course, so that the two courses together form a thorough course in general physics. Laboratory fee five dollars per semester.

Four hours per week throughout the year.

PUBLIC SPEAKING

Students who are candidates for graduation from the Department of Public Speaking may schedule for a maximum of nine hours per semester in these special subjects and are required to have a total of twenty-six semester hours for the entire course. Those who are candidates for the title of Associate in Arts will receive credit towards such title for a maximum of fourteen semester hours in courses in Public Speaking.

One private lesson weekly is required of candidates for graduation from the Public Speaking Department.

PUBLIC SPEECH

COURSE I. A course required of all first year students. A drill in the fundamentals of speech including the study of the voice, correct pronunciation, articulation, emphasis, extemporaneous speaking based on the four forms of composition. Two hours per week throughout the year. One hour credit.

ADVANCED PUBLIC SPEECH

COURSE II. A study of informal public address; impromptu and extemporaneous speaking; forms of the occasional address. Three hours per week throughout the year.

ARGUMENTATION AND DEBATING

- COURSE III. A presentation of the principles of argumentation and debate, written arguments, brief drawing, class debates on questions of present day interest. Two hours per week throughout the year.

ORAL INTERPRETATION

- COURSE IV. A study of the various forms of literature with oral interpretation to develop skill in expression and an appreciation of literature. Memory work required. Three hours per week throughout the year.

THE READING OF DRAMA

- COURSE V. Oral interpretation of dramatic literature; the study of modern drama from the viewpoint of presentation; principles of stage expression and coaching for amateurs. Memory work required. Two hours per week throughout the year.

STORY TELLING

- COURSE VI. A study of Childhood literature—fables, myths, folk lore. Story telling in the elementary school required. Two hours per week throughout the year.

ACADEMY

There are many students residing in the country or in small towns who do not have the privilege of attending a high school. There are others who have attended high school but have not been able to cover all the work usually completed in a high grade city school. A number of both of these classes of students desire further work of high school grade, in order either that they may have a more efficient general education or that they may specifically prepare for entrance into a college of liberal arts. Such will find everything they can reasonably desire in the curriculum of this course. The program of studies extends over four years and is equivalent to the four-year courses of the best city high schools.

Students who would like to undertake this work but are not competent in the common studies will generally require an extra year, and should register, for the first year, in the Junior Academy.

Graceland Academy is a fully accredited institution and graduates will be admitted to any college or university in the United States on the same basis as graduates from regularly accredited high schools.

CONDITIONS OF ADMISSION

Candidates for admission to the Junior Academy must have completed, in school, sixth grade work or its equivalent. Students from an accredited high school will be given advanced standing according to the number of credits they have received. Certificates showing credits earned must be submitted in order to secure advanced standing. Students who have completed the grammar or common school and are ready for admission to the standard High School will be admitted to the third year of the Junior Academy.

Students not from an accredited high school and who desire advanced standing may take an examination covering the work of the year or years from which they desire to be excused. In no case will a student be allowed to obtain a certificate without having attended for a minimum of two semesters.

REQUIREMENTS FOR GRADUATION

Candidates for graduation must have 15 units of credit as follows:

1 in History.
3 in English.
1 in Algebra.

1 in Geometry.
9 Electives.
Physical Training.
Literary Society.

JUNIOR ACADEMY COURSE

FIRST YEAR

SECOND YEAR

English	English
Grammar	Grammar
Reading	Reading
Arithmetic	Arithmetic
Physiology	U. S. History
Political Geography	Hygiene
Spelling—Penmanship	Spelling—Penmanship

THIRD YEAR

English
Algebra
Community Civics
General Science

SENIOR ACADEMY COURSE

FIRST YEAR

SECOND YEAR

English	English
	Economics—Sociology
Geometry	Chemistry
	Latin, French, Spanish or
Modern European History	Algebra—Solid Geometry or
	Salesmanship—Commercial Law

THIRD YEAR

English
American History—Civics
Physics
Latin, French, Spanish or
Mechanical Drawing or
Stenography and Typewriting

Graduation from the above course admits to the freshman year of the Junior College, the State University of Iowa, or any other institution belonging to the American Association of Colleges and Universities.

A typewriter fee of \$5.00 per semester will be charged for the last two years of the commercial course.

All subjects taken must be chosen from the following list, in which the maximum and minimum number of units of credit allowed is indicated:

	Maximum	Minimum
English	4	3
Algebra	$1\frac{1}{2}$	1
Plane Geometry	1	1
Solid Geometry	$\frac{1}{2}$	$\frac{1}{2}$
History	4	1
Civil Government	1	$\frac{1}{2}$
Latin	4	2
German	3	2
French	3	2
Physics	1	1
Chemistry	1	1
Botany	1	$\frac{1}{2}$
Zoology	1	$\frac{1}{2}$
Physical Geography	$\frac{1}{2}$	$\frac{1}{2}$
Physiology	$\frac{1}{2}$	$\frac{1}{2}$
Elementary Psychology	$\frac{1}{2}$	$\frac{1}{2}$
Economics	$\frac{1}{2}$	$\frac{1}{2}$
Methods	$\frac{1}{2}$	$\frac{1}{2}$
Bookkeeping	1	$\frac{1}{2}$
Commercial Geography	$\frac{1}{2}$	$\frac{1}{2}$
Commercial Law	$\frac{1}{2}$	$\frac{1}{2}$
Commercial Arithmetic	$\frac{1}{2}$	$\frac{1}{2}$
Manual Training	1	$\frac{1}{2}$
Biblical History and Literature	1	$\frac{1}{2}$
Agriculture	$\frac{1}{2}$	$\frac{1}{2}$
Public Speaking	$\frac{1}{2}$	$\frac{1}{2}$
Home Economics	2	1
Wireless	1	1
General Science	1	$\frac{1}{2}$
Stenography	$1\frac{1}{2}$	1
Community Civics	1	$\frac{1}{2}$

ENGLISH

COURSE I. Grammar, Composition, Literature.
 Review of grammar. An elementary course in composition, oral and written.
 Readings for class use: Poe, Gold Bug; Hawthorne, Twice Told Tales; Keller, Story of My Life; Franklin, Autobiography; Scott, Ivanhoe; Shakespeare, Merchant of Venice; Tennyson, Enoch Arden.
 General Reading selected from the following: Sketch Book, Man Without a Country, Ben Hur, Uncle Tom's Cabin, Last Days of Pompeii, Leatherstocking Tales, Laddie, Treasure

Island, The Promised Land, Wild Animals I Have Known.

- COURSE II. Rhetoric and Literature.
Principles of rhetoric. Oral and written composition. Reading for class use: Elliot, Silas Marner; Palmer, Alice Freeman Palmer; B. T. Washington, Up From Slavery; Lincoln, Speeches; Old Testament Narratives; Shakespeare, Julius Cæsar; Lowell, Vision of Sir Launfal.

General Reading selected from the following: Lorna Doone, Travels With a Donkey, As You Like It, Thaddeus of Warsaw, Scottish Chiefs, David Copperfield, The Crisis; Tom Sawyer, Huckleberry Finn.

- COURSE III. Rhetoric, Literature, and History of American Literature.
Reading for class use: Hawthorne, House of Seven Gables; Webster, First Bunker Hill Oration; Grayson, Adventure in Contentment; short stories; poetry corresponding to the different periods in American Literature.
General Reading from the following: Oregon Train, Innocents Abroad, Red Rock, Bret Harte's works, Siwash Stories, contemporary stories and essays.

- COURSE IV. History of English Literature.
Study of the short story, reviewing of magazine articles, debating, book reviewing. A thorough review of English grammar.
Reading for class use: Tennyson, Idylls of the King; Milton, L'Allegro and Il Penseroso; Shakespeare, Macbeth; Ruskin, Sesame and Lilies; Macaulay on Johnson; selections from Burns, Wordsworth, Shelley, Keats, Browning, Gray; Dickens, A Tale of Two Cities.
General reading from the following: The Bluebird, The Servant in the House, The Vicar of Wakefield, The Alhambra, Kenilworth, A Certain Rich Man, The Talisman, Henry Fifth.

ACADEMY FRENCH

- COURSE I. Texts: Cerf and Giese, "Beginning French," The Monthly Magazine, "Le Monde Francais." Allen and Schoell, "French Life," Gyp—"Petit Bleu."

Meras, "Le Premier Livre." Snow and Lebon, Easy French.

- COURSE II.** Five hours per week throughout the year. Advanced work in grammar and prose composition. Texts: "Francois Fifteen French Plays; George Sand, "La Mare an Diable." Meras, "Le second Livre." Howard—"Contes de la Grande Guerre." Halévy—L'Abbe Constantin.

GERMAN

- COURSE I.** Grammar. Pronunciation and conversation: reading and memorizing poetry. Dictation: One hundred pages of simple German.

Texts: Sprach und Lesebuch, Gohdes and Buschek. Gluck Auf, Muller and Weneke-back. Immensee, Storm.

- COURSE II.** Advanced work in grammar. Prose composition; a study of German poetry.

Reading: From such works as: "In St. Jorgen," Storm; "Das Edle Blut," or "Kinder-tranen," Wildenbruch; "Edle Herzen," Siedel and Rosseger; "Der Schweigersohn," Baum-bach; "Schwarzwaldleut," Roedder; "Der Fluch der Schönheit," Riehl; "Wilhelm Tell," Schiller.

Texts: Lehrbuch der Deutschen Sprache, Spanhoofd. Im Vaterland, Bacon. In St. Jorgen, Storm. Die Journalisten, Freytag.

HISTORY AND SOCIAL SCIENCE

- COURSE I.** Community Civics. This course focuses attention upon the elements of community welfare, rather than upon the machinery of government. One quarter is devoted to the subject of vocational guidance.

Five hours per week throughout the year. Medieval and Modern History. A thorough study of the history of the European nations and of their development and institutions from the period of the Germanic invasion to the present time with a two weeks' review of the World War. One day a week is devoted to current history.

Five hours per week throughout the year. English History. A thorough study of Eng-

lish political, governmental, economical, and social history.

Five hours per week for one semester.

COURSE IV. American History. A brief course in advanced American political, social, and institutional history. Intended to be taken in connection with Civil Government.

Five hours per week for one semester.

COURSE V. American Government. A thorough study of American civil government, intended to be taken in connection with Course IV, American History.

Five hours per week for one semester.

COURSE VI. Economics. An elementary course in the fundamental principles of economics.

Five hours per week for one semester.

COURSE VII. Sociology. An elementary course in the study of such social problems as immigration, poverty, crime, feeble-mindedness, conservation, labor problems, etc.

Five hours per week for one semester.

LATIN

COURSE I. Smith's Elementary Latin course. Prose selections. Composition. Preparation for Cæsar emphasized.

Five hour course.

COURSE II. Kelsey's Cæsar, first four books. One hour a week composition.

Five hour course.

COURSE III. Four Orations of Cicero against Cataline. Oration for Poet Archias. Oration for Mamilian Law.

Five hour course.

COURSE IV. Virgil's *Aeneid*. Lectures on Roman life and Mythology.

Five hour course.

SCIENCE

COURSE I. General Science. A beginning course in general science, as the name suggests, including five recitation and laboratory periods per week throughout the year. It is the primary aim of this course to give to the student a scientific understanding of his environment to the end that he may, to some extent, identify himself more completely with it, and awaken within

him a desire for further scientific investigation. It includes a close study of, "The production and use of light, the production and use of heat, the weather, the seasons and their relation to climate and health, ventilation, food and nutrition, soil physics, machine, work, and energy." Class recitations are made highly interesting by the performance of numerous experiments, included under the above topics. Barber's textbook in General Science will be used as a guide in this course. Five hour course.

COURSE II.

Physics. The course includes a study of the fundamental principles involved in physical phenomena, including sections on "The properties of matter," "Mechanics of solids and fluids," "Sound," "Heat," "Electricity and magnetism," and "Light." Five hour course.

COURSE III.

Chemistry. A beginning course in general chemistry including three recitation periods and two laboratory periods per week throughout the year. A laboratory fee of four dollars a semester will be charged. Five hour course.

MATHEMATICS**COURSE I.**

Algebra. Fundamentals of algebra; covers all work required for two semesters in best high school courses.

Five hour course.

COURSE II.

Algebra. Continuation of Algebra I. It is preferred that plane geometry as well as Algebra I should have been finished before taking up this course. One semester, five hours. This course completes high school algebra.

COURSE III.

Geometry. (Plane.) Includes the first five books of Wentworth Smith's Plane and Solid Geometry.

COURSE IV.

Geometry. (Solid.) The work begins the second semester, completing the last three books of Wentworth Smith's Plane and Solid Geometry.

For description of commercial subjects see under Commercial School.

COMMERCIAL SCHOOL

This is a day of great commercial activity. Indeed, the lifeblood of national existence courses through the channels of business. The conditions and methods of business economy are constantly changing. With the growth and development coming from the improved methods and conditions emerge increased demands upon the business man. Native ability without training can no longer successfully compete with the educated mind and skilled hand. This department has for its end the preparation of young men and young women for these changed conditions. Strenuous competition will be met in every vocation, and every young person who would hope to attain to even a mediocre standing must seek to fit himself by special preparation for the chosen field of activity. Courses are offered, fitting one for either the business of an accountant or an amanuensis, as well as to give increased ability for the various pursuits of life.

BUSINESS COURSE

This course has for its object the training of young people for the various business pursuits, and also to fit those desiring to enter into that work for the responsible position of accountancy.

REQUIREMENTS FOR ADMISSION

Certificates of graduation from high schools will be accepted as meeting entrance requirements; also evidence attesting the completion of two years of High School work, or its equivalent will be accepted. All applicants unable to show attainments either by certificates or upon examination, will be required to take such preparatory work as may be necessary before entering the Business Course; the details of this preparatory work will be found under the heading, the Junior and Senior Academy, page 33. Applicants for admission must not be under fifteen years of age. The best time for entrance is at the beginning of the fall semester, though students will be received at any time. Classes may be started at the beginning of the second semester.

COURSE OF STUDY AND REQUIREMENTS FOR GRADUATION

FIRST YEAR

<i>First Semester</i>	<i>Second Semester</i>
Commercial Arithmetic	Commercial Arithmetic
Business English	Penmanship
Bookkeeping	Bookkeeping
Salesmanship and Business	Commercial Law

Efficiency
Spelling and Rapid
Calculation

Spelling

Literary society work and physical training.

EXPENSES

For registration, tuition, and diploma fees, see pages 16 to 18.

Books and stationery, first semester, about \$10; second semester \$5.

BOOKKEEPING

The work followed in the study of bookkeeping is the same as done in a business community; handling checks, notes, drafts, making leases and contracts, depositing money, doing everything that it is necessary to do in a business house. Books are kept that give the student a familiarity with the systems of bookkeeping used in the different kinds of business. Banking is taught incidentally as a feature of this course. The work is covered so one will be able to understand the business man's relation to the bank. Business practice is given attention in this course, so far as practicable, which enables the details of the work to be taken up and all the laws of business enforced.

PENMANSHIP

This subject is one that is especially important to one taking a business course, as the possibility of securing a good position often depends upon the handwriting of the applicant. Good, rapid, legible handwriting is attained through a mastery of the arm—or muscular—movement method of writing.

COMMERCIAL ARITHMETIC

Commercial Arithmetic is one of the main studies of the Business Course. In order to perform the work in bookkeeping it is necessary to have a good knowledge of problems in percentage, financial settlements, partnership settlements, commission, and stocks and bonds.

This study is given special attention, as advancement in bookkeeping depends largely upon the understanding of this subject.

RAPID CALCULATION

It is not only necessary to be able to solve a problem accurately, but one must also be able to figure rapidly. Concentration is one of the necessary attributes to secure in

order to compute accurately and with speed. This is soon attained in the work done in this branch. Given in connection with Commercial Arithmetic.

COMMERCIAL LAW

Commercial Law is a requirement which should not be overlooked by anyone, no matter what business or profession he may follow. A knowledge of this subject enables one to understand the laws of contracts, agency, commercial paper, partnership formation and dissolution, insurance guaranty and suretyship interest and usury, real estate, bailments, landlord and tenant, and other important topics.

SPELLING

Such work is given as has direct application to business life, and all technicalities are avoided. Such rules as are of practical benefit in learning to spell are taught. Bad spelling speaks more emphatically against one's credit as a scholar and business man than any other lack. A grade of 90 per cent is required for passing.

ENGLISH

Such a knowledge of the English language is required as will enable one to understand and to be understood clearly. This is made possible by a mastery of the elements of grammar and composition. Students in this course are expected to be able to use good English, both in speaking and in writing, and to understand the same when spoken or written.

SALESMANSHIP

This is now recognized as a science, and it is being recognized by commercial colleges as an essential element in an up-to-date business education. It consists in giving the student a knowledge of and a training in the best methods of approaching prospective customers so as to secure an order. It deals with the subject from the standpoint of psychology and practical good sense.

SHORTHAND AND TYPEWRITING COURSE

This branch of commercial work has been designed for those who wish to fit themselves for amanuensis work and reporting. There are many opportunities for young men and young women who wish to enter a business career, but in this as in all other lines of work, the applicant must be well qualified for the work he is to undertake.

However, the idea that a slight knowledge of shorthand

and typewriting will make a stenographer is a false one. One cannot become a successful stenographer without a proper preparation, so it is necessary that the student take the other studies outlined in the course. In shorthand, it is impossible for one to do more than he knows, hence it is impossible for one with a meager education to become a first-class stenographer.

REQUIREMENTS FOR ADMISSION

The requirements for admission are the same as those for the Business Course, as specified on page 39.

GRADUATION

Candidates for graduation must complete the work as outlined below, as all the studies are obligatory.

COURSE OF STUDY AND REQUIREMENTS FOR GRADUATION

The course of study embraces the following subjects:

<i>First Semester</i>	<i>Second Semester</i>
Shorthand	Dictation
Typewriting	Typewriting
Salesmanship and Business	Business Spelling
Efficiency	Penmanship
Business Spelling	Business Practice
Business English	

Literary society work and physical training throughout the year.

In addition to the subjects outlined above, the students are taught indexing, filing, copying, tabulating, duplicating, stencil cutting, etc., and such other duties as may befall a stenographer.

Tests in the various subjects are given at the discretion of the instructor in charge. Failure to pass will disqualify the student for graduation.

The length of time required to complete the course will depend largely upon the previous preparation of the candidate and his ability. One prepared to enter the work should finish in nine months, though students without high school work may be required to spend a longer time. It is advisable to begin at the opening of the school year, though classes in shorthand and typewriting may commence at the beginning of a semester.

EXPENSES

For registration, tuition, and diploma fees, see pages 3, 16, and 17. Books and stationery \$15.

COURSES OF INSTRUCTION**SHORTHAND**

A standard system of shorthand is taught. It is desirable for young men, who by constant association with the employer become so familiar with the workings of the business, as to advance to higher positions. It is invaluable as a means to note-taking on lectures, etc., for one engaged in any line of work. Many of our great men have begun as reporters.

TYPEWRITING

It has been said that the pen is mightier than the sword, but the typewriter is mightier than either. This certainly is true to-day, in the hurry and bustle of the business world. One who can properly operate a typewriter has the advantage over one who cannot; for its value is untold to the busy man or woman in almost every capacity. The touch system is taught, which makes it possible for one to become an accurate, as well as rapid operator.

Our school is equipped with standard typewriters, thus giving the student the opportunity for a thorough knowledge of this useful machine.

DICTATION

As soon as the student has satisfactorily completed the shorthand text he is given dictation. Letters, articles, legal papers, etc., such as are common to all business houses, are a feature of this line of work. Dictation is also given on the typewriter.

BUSINESS PRACTICE, DUPLICATING, MIMEOGRAPHING, AND COPYING

A brief course in business practice is a feature of the course, giving the students a drill in essentials not found in the textbook. In this he gains familiarity in office methods, in filing, indexing, answering correspondence, making reports, executing individual drafts, and many other things usually learned only after the student enters upon his employment.

Each of these is taken up and students are taught how to execute the same according to approved methods, so that all that is likely to be required of them in the office, they will have met and mastered in the school.

COMMERCIAL LAW AND SALESMANSHIP

Students of this course may elect Commercial Law if they desire it.

SALESMANSHIP, SPELLING, BUSINESS ENGLISH,
AND PENMANSHIP

Description of these courses is given under Business Course, page 41.

SCHOOL OF MUSIC

Candidates for graduation from any of the courses in the Music School are required to file with the President of the College a written statement of such intentions on or before January 10, of the year they expect to graduate.

All students must meet the requirements in literary society work and physical training.

VOCAL

PREPARATORY

Exercise by teacher adapted to each pupil's needs. Marchesi's Elementary Exercises, Op. 1, First Part, and Concone's Fifty Exercises. Simple English songs.

RUDIMENTS OF MUSIC—TEACHER'S CERTIFICATE CLASS

Marchesi Studies Concone, Twenty-five Lessons; Concone, Fifteen Lessons; Lamperti; Panofka. Members of this class are required to sing an aria and a modern cycle in public recital. Essentials of Harmony, Sight Reading, Piano, History of Music. Pedagogy, Psychology, and English.

GRADUATING CLASS

Panofka, Marchesi; Lamperti and Siebers Complete Vocalises, operatic and oratorio selections. German songs. Must be able to play accompaniments well and read vocal music at sight.

Harmony, Piano, Musical Forms, and Science of Music.
One year of foreign language.

HISTORY OF MUSIC

The class in history will meet one hour a week.

RUDIMENTS

A class in rudiments of music will be conducted one hour per week for the benefit of all the students of the College who desire it. Sight reading and ear training will be taken up and the knowledge thus gained will prove of inestimable value to the pupils.

PUBLIC SCHOOL MUSIC COURSE

Public School Methods, Vocal, Sight Reading, Piano, Musical History and Biography of Musicians, Harmony, Ear Training, Psychology, Education and English.

PIANOFORTE

The aim of the course in Piano is not only to make performers but to lay a good musical foundation, to teach the pupil to study intelligently and to appreciate the best in music and the performances of others.

Throughout the course special attention is given to tone production and the musical ideas expressed, as well as to the technical side of a composition.

Recitals are frequently given by the pupils of all grades who are prepared to make a creditable performance.

A candidate for Teacher's Certificate must have finished the "Advanced Course" (outlined below), Harmony 1, one year of History of Music, and one year of Normal Training. A public recital is also required.

For graduation, in addition to the requirements for Teacher's Certificate, the student must have completed the "Graduate Course" (outlined below), Harmony II. A public recital from memory is also required.

We believe a musician should not be narrow or one-sided, and a certain amount of literary work is expected for Teacher's Certificate or Graduation. A student shall have completed a four-year High School course or its equivalent, one year of Psychology, and one year of English.

PREPARATORY COURSE

New England Conservatory Course, Matthews Graded Lessons, Lemoine, Op. 37, Loeschhorn, Op. 65, Burgmuller, Easy Sonatinas by Clementi and Kuhlan. Easy pieces suited to the pupil.

INTERMEDIATE COURSE

Major and Minor Scales, contrary and parallel motion, tenths and sixths. Triad Arpeggios in all forms. Special attention to relaxation and proper finger control. Beren's Velocity Studies, Op. 61, Book I; Loeschhorn, Op. 66; Heller, Op. 47, Op. 46, Op. 45; Czerny, Op. 636; Czerny, Op. 299; Duvernoy, Op. 120; Concone, Op. 25; Bach, "Little Preludes and Fugues"; Bach "Two-Part Inventions." Easy sonatas by Haydn and Mozart. Pieces by the best composers.

ADVANCED COURSE

Continuation of scales as outlined above. Dominant Seventh and Diminished Seventh Arpeggios in all forms. Bach, "Three-Part Inventions"; "French and English Suites"; Czerny, Op. 740; Cramer Studies; Heller, Op. 81. Sonatas by Mozart, Haydn, and Beethoven. Pieces by

classical and modern composers. One of the easier concertos.

GRADUATE COURSE

Continuation of Scales and Arpeggios in all forms. Czerny, Op. 740; Bach, "Preludes and Fugues"; Gradus ad Parnassum; Chopin Etudes, Pieces and Sonatas by classical and modern composers. A concerto selected from the following composers: Mozart, Mendelssohn, Weber, Beethoven, Schumann, Grieg, Liszt, Saint Saens. (Each pupil is not required to finish everything in each course, but to finish a reasonable amount from these lists.)

HARMONY I

This course includes the study of Intervals, Major and Minor Scales, Triads, Dominant, Diminished, and Secondary Sevenths. Special attention is given to ear training, harmonizing soprano and bass melodies and to keyboard work.

This course is recommended to those who are not working for a certificate, as it gives one a much broader knowledge of music. Two hours a week.

HARMONY II

This continues the study of Triads and Seventh Chords, and includes Chords of the Ninth, Altered and Augmented Chords, Suspensions, Foreign Tones and Organ Point. During the year Song Forms and Sonata Forms are studied and analyzed. Two hours a week.

NORMAL TRAINING

This course, which covers one year, is required of all candidates for Teacher's Certificate and is open to any who desire to enter. It includes discussions once a week on methods and material used in teaching the piano, and practice teaching twice a week under the supervision of the piano instructor.

BAND AND ORCHESTRA

This course offers private and ensemble instruction upon the following band and orchestral instruments:

Violin	Saxophone
Viola	Cornet (All brass instru-
Cello	ments.)
Bass Viol	Mandolin
Flute	Guitar
Clarinet	Tenor Banjo

PREPARATORY COURSE

Commencing with easy exercises and studies for the development of tone and technique. Easy pieces, suited to the pupil's needs. Ensemble work.

INTERMEDIATE COURSE

More advanced exercises and studies. Major and minor scales and arpeggios. Public performances in solo and ensemble required. Special attention given to breathing and the development of the embouchure on the wind instruments. A teacher's certificate is issued upon the completion of this course.

ADVANCED COURSE

Continuation of scales and arpeggios in all forms and positions. Advanced exercises and studies leading to the performance of the more advanced solos. Ensemble work. Public recital from memory required. Harmony and history of music. Upon the satisfactory completion of this course a diploma will be issued.

For those desiring, a course will be offered, treating upon the organization and conducting of bands and orchestras. In this course the subjects of Conducting, Harmony, and Instrumentation, Transposition, etc., will be dwelt upon.

RELIGIOUS EDUCATION

BIBLICAL HISTORY

Because of a new and rapidly growing appreciation of the importance of Biblical instruction, American colleges and universities are providing regular courses in such study. Graceland College is in line with other educational institutions in offering its students the opportunity to acquire a comprehensive knowledge of the fundamental facts and principles of Bible history.

The courses offered are nonsectarian and open to any who may desire to take advantage of them and become regularly enrolled. While purely elective, a credit of one half unit will be allowed those who satisfactorily complete the work. The following courses are offered for the ensuing year:

ACADEMIC COURSE

First Semester.—The study of Hebrew history from the earliest beginnings to the division of the kingdom. The Bible will be the textbook. Outlines will refer to the following volumes of Kent's Historical Bible:

Heroes and Crises of Early Hebrew History.

Founders and Rulers of United Israel.

Second Semester.—The study of the life of Christ and the Acts of the Apostles. Outlines based on the Bible.

COLLEGIATE COURSE

First Semester.—The study of Hebrew history through the period of decline, the Babylonish captivity, and inter-Testament history. The Bible will be used as textbook. Outlines will refer to the following volumes of Kent's Historical Bible:

The Kings and Prophets of Israel and Judah.

The Makers and Teachers of Judaism.

Second Semester.—A critical study of the life of Christ, following outlines based upon Farrar's Life of Christ. The Bible also used as textbook.

SPECIAL ONE YEAR COURSE IN RELIGIOUS EDUCATION

- | | |
|--|----------|
| 1. Church Doctrine: | 5 hours. |
| (a) Book of Mormon (first quarter). | |
| (b) Doctrinal Lectures (second quarter). | |
| (c) Bible and Book of Covenants (last semester). | |

2. Religious History: 3 hours.
 - (a) Comparative Religions.
 - (b) History of Christianity.
 - (c) L. D. S. Church History.

(Apportionment of time to be arranged.)
3. Psychology: 3 hours.
 - (a) Introductory Psychology (first semester).
 - (b) Psychology of Religion (second semester).
4. Philosophy: 3 hours.

An introduction to Philosophy and a study of the history of philosophic thought.
5. English: 4 hours.

Includes grammar, composition, literature, argumentation and debate.
6. History: (Elective)
 - (a) American History (one semester) 3 hours.
 - (b) American Government (one semester) 3 hours.
 - (c) European History (one semester) 3 hours.
 - (d) History of any particular European country (one semester) 3 hours.
7. Language: (Elective)

French, Spanish, German, or Dano-Norse throughout the year.
8. General Health, Home Nursing, First Aid. (Elective.)
9. Sunday School organization, Teacher Training, Story Telling, Recreational Leadership. (Elective.)
10. Course in song leadership, orchestra and choir work. (Elective.)

SPECIAL LECTURES

1. Religion—What is it? (one hour).

Lecture by W. W. Smith.
2. The Godhead:
 - (a) Self-existence (one hour).
 - (b) Personality (one hour).
 - (c) Trinity (one hour).
 - (d) Attributes (one hour).

Lectures by W. W. Smith.
3. Agency:
 - (a) Man; Self-conscious (one hour).
 - (b) Conduct (one hour).

Lectures by J. A. Koehler.
4. Atonement:
 - (a) Christ's Work (one hour).
 - (b) Man's Work (one hour).

Lectures by J. F. Garver.

5. Principles of the Gospel:
 - (a) Doctrine (one hour).
 - (b) Ordinances and Sacraments (one hour).
Lectures by J. A. Gillen.
6. Authority:
 - (a) Origin (one hour).
 - (b) Purpose (one hour).
Lectures by J. A. Gillen.
7. The Church:
 - (a) Origin (one hour).
 - (b) Organization (one hour).
 - (c) Object (one hour).
Lectures by F. M. Smith.
8. Revelation:
 - (a) Necessity (one hour).
 - (b) Mode (one hour).
Lectures by F. M. Smith.
9. The Holy Spirit:
 - (a) Gifts (one hour).
 - (b) Fruits (one hour).
Lectures by Elbert A. Smith.
10. Zion:
 - (a) Necessity (one hour).
 - (b) Factors (one hour).
 - (c) Processes (one hour).
Lectures by Benjamin R. McGuire.
11. Liberty and Government (one hour).
Lecture by S. A. Burgess.

EXTENSION DEPARTMENT

COMMERCIAL AND ACADEMIC COURSES

INTRODUCTION

The Extension Department includes the work of the correspondence courses; academic, commercial, public speaking, lecture courses, and Normal Training courses for Sunday-school and Religio teachers.

The subjects offered in the correspondence courses have been selected with careful consideration, only those being offered which adapt themselves easily to correspondence methods. Subjects enough, however, are given in the four-year Academic or High School Course, so that one or two years of residence work should be sufficient to complete elective or science credits. The detail of plan of these subjects appears in the succeeding pages. College and special courses are offered for those who are qualified for them.

TUITION

A tuition of \$15 will be charged for each year-subject in any course.

CREDITS

One credit will be given in any subject for work equivalent to one year's work in the same subject in Graceland College.

COMMERCIAL COURSE

Bookkeeping. The theory of accounts, and the science of double entry by the voucher system. A full nine months of classroom work of two or three hours a day. Twentieth Century System is used. Full credit in the Business Course; one half credit in the Academy.

Commercial Law. The following subjects are covered: Contracts, Negotiable Paper, Partnerships, Corporations, Master and Servant, Landlord and Tenant, Real Estate, Bailments, Patents and Copyrights, Agency, etc. One Semester Course. Rowe's Commercial Law is used. Credit in Business Course, one half credit in the Academy.

Salesmanship. The following phases are considered: The salesman, the commodity, the customer, the laws of sale, etc. One Semester Course. Knox's Salesmanship and Personal Efficiency is used. Credit in the Business Course.

Penmanship. A course in plain muscular movement, business writing, covering one semester of class work. Credit in Business and Stenographic Courses allowed.

Commercial Arithmetic. A thorough course in arith-

metic as applied to business, much of the technical matter usually included in courses in arithmetic eliminated; special stress placed upon development in speed and accuracy. Nine months' course. Ellis New Model Arithmetic used. Credit allowed in Business Course, and one half credit in the Academy.

ACADEMIC COURSE

MATHEMATICS

Algebra I. Study of rudiments of algebra, addition, subtraction, multiplication, division, factoring, simultaneous equations involving 1, 2, 3, 4, and 5 unknown quantities, square and cube root and radicals up to quadratics. Milne's text used. One credit.

Algebra II. Includes quadratics, arithmetical and geometrical progression, imaginary quantities, ratio and proportion, indeterminate equations, etc., to logarithms. Milne's text used. One half credit.

LANGUAGE

Latin I. First principles of Latin, pronunciation, declensions, conjugations, syntax, composition. Translation made emphatic. Preparation for Cæsar. Text, Dooge's First Year Latin. One credit.

Latin II. Cæsar. Four books of Cæsar's Gallic wars, one hour a week composition, syntax drills. Text, Walker's Cæsar, Scott & Van Tuy Composition. One credit.

HISTORY

Ancient History. A thorough study of Oriental, Greek, and Roman history. Myer's Ancient History will be used as a text. Reference reading will also be required whenever such work is possible. One credit.

Medieval and Modern History. A thorough study of the development of European nations from the period of the Germanic invasions to the close of the nineteenth century. Myer's Medieval and Modern History will be used as a text. Reference reading required. One credit.

American History. A systematic study of the history of the origin and development of American political and social institutions. Muzzey's American History will be used as a text. Reference reading required. One half credit.

ENGLISH

English I. Principles of composition and rhetoric, drills in written work, review of grammar, reading of easy

classics. Texts in composition and rhetoric by Clippinger, published by Silver, Burdett & Co., Chicago. One credit.

English II. Classics, both American and English. Composition and Rhetoric. Theme work. One credit.

English III. History of American Literature, American classics. Several English classics. High school rhetoric completed. One credit.

English IV. History of English Literature. A completion of the list of classics in harmony with College Entrance Requirements. Book and Magazine reviews. Debating and advanced theme writing. One credit.

COLLEGE AND SPECIAL COURSES

Psychology. A study of various aspects of the learning process, including experimental demonstrations and practice. This course deals with elementary philosophy as well as with problems of education. It makes a fitting introduction into every line of human endeavor and achievement.

History of Education. Development of educational ideals from oriental civilization down to the present. A study of different phases of modern development of the educational aims.

Principles of Education. A course in general methods of the teaching process as applied to schoolroom work. A comparative study of special method applied to subjects of the school curriculum.

Economics. A study of the present world theories in economics, with a brief historical sketch of the development of economic science. A study of the various topics bearing upon the subject.

Sociology. A study of the science of human behavior, the historical development, form, and status of human associations with special reference to adjustments in society to-day.

English Grammar. An elementary course in English grammar covering the points discussed in the average textbook on the subject. The study will be made very practical and adapted wholly to the needs of the student.

Composition and Rhetoric. Practice in writing English. Assignments adapted to individual needs. Essentials of English composition.

English Classics. Studies in English literature. Much reading will be expected, the results of the reading to be presented in writing, attention being given to form as well as substance.

Public Speaking. A course designed to assist all who

wish to study the art of pleasing and effective public discourse. The work taken up will be thoroughly practical and adapted to the needs of the individual.

RELIGIOUS NORMAL TRAINING DEPARTMENT

The Sunday school is finding itself. Quietly but surely it is taking its place as a department of the church. Its specific function is clearly defined: "*The Sunday school shall concern itself primarily with the religious instruction of our people.*" It is, then, primarily an EDUCATIONAL INSTITUTION.

There are in our church about 100,000 members. Many of these will never have any systematic religious instruction except in the Sunday school. There are 4,000 Sunday-school teachers in the Sunday school department. Upon these teachers falls the responsibility of educating in religious matters a large percentage of our 100,000 church members. This is not only a heavy responsibility, but a grave responsibility as well; and one that cannot be discharged without the *best training possible both by prayer and study.*

The Sunday-school teachers, then, are our RELIGIOUS EDUCATORS. The questions that confront every educator are these: First, What to teach? Second, When to teach? Third, How to TEACH?

The Sunday school is now preparing a series of quarterlies which will give the teachers the "what to teach." These quarterlies will be so graded as to give the teacher the "when to teach." But given these two there still remains the big question of "how to teach." The manner in which this is answered is the real test of the teacher's ability; and it will in a large measure determine his success.

The Religious Normal Training Department of Grace-land College offers a course of instruction, which gives the teacher the "how to teach." The subjects in this course have been selected with care and have been so arranged as to furnish an adequate training for every teacher, regardless of the department in which he may be teaching. The course is divided into five sections, thus giving the teacher a chance to take only one or two, or all of the sections, as his need may require.

An outline of the course follows:

SUNDAY-SCHOOL TEACHER TRAINING COURSE

Section I.	The Pupil	12 weeks course.
Texts:		

"From One to Twenty-One" Murray

	"A Study of Child Nature"	Harrison
		9 weeks allowed.
Supplementary readings, one of which requires a theme:		
"The Girl in Her Teens".....	Slattery	
"The Boy Problem"	Forbush	
		3 weeks allowed.
Section II.	The Teacher	12 weeks course.
Texts:		
"Seven Laws of Teaching"	Gregory	
"The Making of a Teacher"	Brumbuagh	
		9 weeks allowed.
Supplementary readings, one of which requires a theme: (Primary and Cradle Roll teachers should read all three.)		
"Picture Work"	Hervey	
"Chalk—What We Can Do With It"	Wood	
"Stories and Story-Telling"	St. John	
		3 weeks allowed.
Section III.	The Bible	49 weeks course.
	Course A. The Old Testament	
Text.		
"Outline Studies of the Old Testament".....	Hurlbut	
		21 weeks allowed.
Supplementary reading requiring a theme:		
"The Old Testament and Its Contents".....	Robertson	
		3 weeks allowed.
	Course B. The New Testament	
Text.		
"Outline Studies of the New Testament".....	Hurlbut	
		22 weeks allowed.
Supplementary reading requiring a theme:		
"The New Testament and Its Writers"....	McClymont	
		3 weeks allowed.
Section IV.	The Book of Mormon	21 weeks course.
Texts:		
"Outline Studies of Book of Mormon"....	W. W. Smith	
Supplementary readings requiring theme:		
Book of Mormon Proven by Archæology.....	Sheldon	
Section V.	The Sunday School	12 weeks course.
Texts:		
"The Graded Sunday School in Principle and Practice"	Meyer	
		9 weeks allowed.
Supplementary reading requiring a theme:		
"The Modern Sunday School and Its Present Day Task".....	Cope	
		3 weeks allowed.

DESCRIPTION OF COURSES

Section I deals with the child both from a physiological and psychological standpoint. **EVERY TEACHER SHOULD KNOW HIS PUPILS.**

Section II takes up the technique of instruction, touching upon reasons for teaching, and how to teach. These two sections are especially applicable to teachers of the lower grades.

Section III is a comprehensive study of the Bible and is a valuable course for others than teachers.

Section IV is a comprehensive study of the Book of Mormon and likewise is valuable for others than teachers.

Section V is a history of the origin, purpose, and development of the Sunday school. *This is especially helpful to officers.*

While to each of these sections is assigned a definite period of time, those finding it convenient may finish in less time or may use more time when necessary. However, it is believed that best results will be obtained by following the time schedule.

It will be noted that the old short courses are not offered. However, the same instruction, greatly amplified, can be found in this course. The old "Story-telling course" can now be secured under sections one and two. Old "Short course I" is now found under section three. Old "Short course II" is found under section four. So any teacher desiring to enroll can find the subjects of his choice under one or more of the above sections. **WE STRONGLY URGE THAT EVERY TEACHER TAKE THE ENTIRE COURSE FROM FIRST TO LAST IN THE ORDER GIVEN.**

HOW TO ENROLL

I. Class Enrollment.

The superintendents of the local Sunday schools are to be held responsible for the TRAINING OF THEIR TEACHERS. In Sunday schools of not more than twelve teachers, the teachers can be organized into one class, with the superintendent, one of their number, or some one chosen by them, to act as their teacher or leader. The teacher may study with the class, but should be one of executive ability, and one who knows how to interest the others and who will see to it that every teacher stays with the course till its completion.

Sunday schools having from twelve to twenty teachers should organize two classes. From twenty to thirty teachers should organize in three classes. From thirty to forty in four classes, and so on. Best results will be obtained

with not more than ten or twelve in a class. These classes should meet at some definite time, of necessity other than at the Sunday school hour.

The superintendent should also have classes in training who are not regular teachers, but who will be ready and prepared to take classes as the need arises. These latter classes may meet at the regular Sunday school hour.

The teacher of the class should write to the Religious Normal Training Department, Graceland College, Lamoni, Iowa, for enrollment blanks. When these blanks are properly filled out they should then be mailed to the College, together with the required fees. The members are then regularly enrolled students in the Normal Department.

II. Individual Enrollment.

Where isolated Saints or individuals in locals wish to take up separate study of any one or all of the sections, they may enroll by writing to the Religious Normal Training Department of Graceland College, Lamoni, Iowa, for an enrollment blank, which when properly filled out should be mailed to the College, accompanied by the required fee. These students will be under the direct instruction of the College. **IN NO CASE WILL A STUDENT BE ENROLLED WITHOUT COMPLYING WITH THESE INSTRUCTIONS.**

SECURING SUPPLIES

Each student should have his own books, and we urge that no student allow the expense of books to prevent his owning them. For each section he should order each of the books listed as "texts," and at least one of the books listed as "supplementary reading." He will feel repaid many times over, for having secured them. The books can be secured, at the prices indicated on the inclosed slip, from either the College or from the Herald Publishing House, Independence, Missouri. One need buy supplies only for a section at a time, thus distributing the expense over a period of about two years.

HOW TO STUDY

Lesson leaflets will be furnished to teachers of enrolled students, giving ample direction how to proceed with the lessons and when to take examinations.

EXAMINATION PAPERS

The teacher of the class should give the examinations at the time indicated on the lesson leaflets, using questions to be furnished by the College. He should collect all papers

and mail them to the College for grading, inclosing postage for returning them. All papers should be returned to the students after grading, *but can be returned only when return postage is inclosed.*

GRADING

Papers will be graded solely upon their merits in presenting the facts contained in the lessons covered. Diction, spelling, and penmanship will detract from the grade only insofar as they obscure the thought of the student. The regular college system of grading will be employed:

A means that the subject has been grasped, thought about, made one's own so that it can be given out with the stamp of individual insight upon it.

B signifies good conscientious work above the average. It means that the subject has been grasped but without a high degree of original research or insight, as indicated by grade A.

C signifies good conscientious work of average grade. It indicates a fair degree of original thought and research.

D means passing.

E means failure.

GRADUATION

Upon successful completion of each of the sections a certificate of completion will be granted to the student. When all five sections are completed a diploma of graduation will be granted. These will be stamped with the seal of the College and signed by the President of the College and by the director of the Religious Normal Training Department.

ENROLLMENT FEE

An enrollment fee of 25 cents per section will be charged, to cover the expense of enrolling and of inscribing the student's name on the certificates of completion. This fee is paid at the time of enrollment. *No student will be considered enrolled unless this fee accompanies the enrollment blank.*

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Juergens, Hazel	Glidden, Iowa
Juergens, Ruth	Glidden, Iowa
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Wells, Lena	Lamoni, Iowa
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White, Rollin	Lamoni, Iowa
Whiting, Mae	Lamoni, Iowa
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Fletcher, George	Lamoni, Iowa
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Gregory, Laura	Ribstone, Alberta
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Lentell, John	Lamoni, Iowa
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Wood, Ruth	Windsor, Ontario

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Anderson, Lester	Dunn Center, North Dakota
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Eliason, Lucille	Race Track, Montana
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Engstrom, Mabel	Vesper, Kansas
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Holmes, Harry	Derbyshire, England
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Kaestner, Hyrum	Lamoni, Iowa
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Lewis, Chester	Canton, Ohio
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Walden, Robert	Lamoni, Iowa
Walden, Ruth	Lamoni, Iowa
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Wolfe, Wayne	Lamoni, Iowa
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Gould, Gladys	Independence, Missouri
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Gould, Gladys	Independence, Missouri
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Callahan, Ara	Lamoni, Iowa
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Danielson, Merle	Lamoni, Iowa
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Haas, Rena	Kalamazoo, Michigan
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Houghton, James	Davenport, Iowa
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Kelley, Robert	Lamoni, Iowa
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Nicholson, Carl	Lamoni, Iowa
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Robertson, Leeta	Saint Joseph, Missouri
Roth, Etha	Lamoni, Iowa
Roth, Ethel	Lamoni, Iowa
Russell, Stanley	Independence, Missouri
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Scott, Kenneth	Boise, Idaho
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Sibel, Elva	Fargo, Oklahoma
Smith, Lorraine	Lamoni, Iowa
Stark, Edna	Applegate, Michigan
Stephenson, Elvin	Lamoni, Iowa
Teale, Charlotte	Lamoni, Iowa
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Tucker, Lela	Kansas City, Kansas
Williams, Ella	Delaware, Oklahoma
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White, Gertrude	Lamoni, Iowa
White, Lucy	Lamoni, Iowa
Wildey, Cora	Lamoni, Iowa

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Bergman, Johannes	Andover, Missouri
Bootman, Helen	Lamoni, Iowa
Brackenbury, Verna	Lamoni, Iowa
Bricker, Arnold	Port Colborne, Ontario
Burnett, Letha	Davenport, Iowa
Burt, Verna	Lamoni, Iowa
Callahan, Ara	Lamoni, Iowa
Dempsey, Elbert	Council Bluffs, Iowa
Flemming, Anamae	Omaha, Nebraska
Gaulter, Mrs. Wilbur	Lamoni, Iowa
Gibbs, Doris	Birmingham, England
Goode, Fern	Lamoni, Iowa
Grenawalt, Ada	Lamoni, Iowa
Hammer, Wanda	Lamoni, Iowa
Houghton, James	Davenport, Iowa
Irwin, Charles	Lamoni, Iowa
Juergens, Hazel	Glidden, Iowa
Kelley, Audentia	Lamoni, Iowa
Kenyon, Bernard	Pontiac, Michigan
Koehler, H. A.	Independence, Missouri
Kuhn, Fred	Flint, Michigan
Landon, Lee	Lamoni, Iowa

Lentell, Estelle	Lamoni, Iowa
Lentell, John	Lamoni, Iowa
Lewis, Mary	Lamoni, Iowa
Lewis, Mary E.	Canton, Ohio
Lewis, Wingfield	Lamoni, Iowa
McDowell, Lucy	Lamoni, Iowa
Poague, William	Lamoni, Iowa
Prall, Lena	Lamoni, Iowa
Quitmeyer, Ava	Hamilton, Missouri
Richardson, Beatrice	Chetek, Wisconsin
Robertson, Leeta	Saint Joseph, Missouri
Robley, George	Thornton, Rhode Island
Scott, Lillias	Ottumwa, Iowa
Sherman, Zadia	Detroit, Michigan
Shippy, Dorothy	Lamoni, Iowa
Sibel, Elva	Fargo, Oklahoma
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Tucker, Lela	Kansas City, Kansas
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Williams, Daniel T.	Lamoni, Iowa

ORATORY

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Danielson, Merle	Lamoni, Iowa
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Juergens, Florence	Glidden, Iowa
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Trowbridge, Myrtle	Independence, Missouri
Tucker, Blanche	Kansas City, Kansas
Wildey, Cora	Lamoni, Iowa

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